

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 10/11/2012

Action Requested By:
Finance

Agenda Item Type
Resolution

Subject Matter:

Routine Agreement

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into agreement with the low bidder meeting specifications as outlined in the attached Summary of Bid for Acceptance.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Routine Procurement Function

Associated Cost:

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: _____

Date: 10/3/12

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: **Finance**

Council Meeting Date: **10/11/2012**

Department Contact: **Cecilia Summers**

Phone # **427-5060**

Contract or Agreement: **AGREEMENT WITH LOW BIDDER**

Document Name: **20121011pro bids**

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number:



Procurement Agreements

Title 41	Competitive
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Grant-Funded Agreements

Not Applicable

Grant Name:

Department	Signature	Date
1) Originating		10/3/12
2) Legal	Mary C. Cates	10/3/12
3) Finance		10/3/12
4) Originating		
5) Copy Distribution		
a. Mayor's office (2 copies)		
b. Clerk-Treasurer (Original & 2 copies)		
c. Legal (1 copy)		

RESOLUTION NO.12-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, the Mayor be, and he is authorized to accept the low bid meeting specification and effectuate the following agreement on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to the certain document attached hereto and identified herein below with the date of October 11, 2012 appearing on the margin of the first page, together with the signature of the City Council President and an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND:

<u>VENDOR</u>	<u>COMMODITY/SERVICE</u>	<u>AGREEMENT</u>
Mars, LLC	Disposal of Surplus Computer/Electronic Equipment	One Year W/Extensions

ADOPTED this the 11th day of October 2012 .

President of the City Council of the City of
Huntsville, Alabama

APPROVED this the 11th day of October 2012.

Mayor of the City of Huntsville, Alabama

SUMMARY OF BIDS FOR ACCEPTANCE

October 11, 2012

LOW BIDDER MEETING SPECIFICATIONS	COMMODITY/SERVICE	TERM OF AGREEMENT	OTHER BIDS RECEIVED	NUMBER OF VENDORS NOTIFIED
Mars LLC Huntsville, AL	Disposal of Surplus Computer/Electronic Equipment	One Year W/Extensions	SHI International Corp. Somerset, NJ Prosys Informational Norcross, GA Tech Stars Madison, AL KC Computer Brokers Riverside Mo	

BID AWARD RECOMMENDATION

Revised 02/19/2009

TO: **PROCUREMENT SERVICES**
FROM: Wayne Brooks, Interim Director-ITS

DATE: 9/26/12

BID NUMBER: 97-2012-81-1

COMMODITY/SERVICE: Disposal of Surplus Computer/Electronic Equipment

RECOMMENDATION:


I recommend MARS, LLC be awarded the aforementioned bid. MARS was the
only vendor listing no exceptions to the terms outlined and were in
compliance with all other requirements in the Request for Bid.
MARS will provided the City with 61% commission upon disposal of the
equipment.

AMOUNT OF INITIAL PURCHASE: N/A

FUNDING SOURCE: N/A

TERM OF CONTRACT: One Time Three Months One Year
☒ One Year w/Additional One Year Extensions as Allowable by State Law
Other _____

APPROVAL:


Department Head


Procurement Services

Council President

Mayor Tommy Battle

Date 10/11/12

Date 10/11/12